

MEMORANDUM FOR STAFF PRINCIPALS, HQUSACE, AND COMMANDERS/
DIRECTORS, MAJOR SUBORDINATE COMMANDS AND
FIELD OPERATING ACTIVITIES

SUBJECT: HQUSACE Sponsored Long-Term Training, Academic Year (AY) 2001/2002

1. Reference ER 350-1-146, Headquarters, U.S. Army Corps of Engineers (HQUSACE) Centrally and Locally Sponsored Long-Term Training (LTT) Program (DRAFT), dated 8 Sep 99.
2. ER 350-1-416 is currently under revision to incorporate changes that are described below. However, to maximize the application period we are providing you "interim" guidance for the AY 2001/2002 HQUSACE LTT application procedures.
3. Since funding is limited, please use the following criteria when guiding careerists, completing recommendations and approving nomination packages:
 - a. Advise applicants to apply for training and development in subjects and areas the Corps needs. While individuals will greatly benefit from advanced training, your primary goal is to ensure that the Corps' workforce has the skills necessary to accomplish our varied missions.
 - b. Encourage applicants applying for university training to select schools within their local commuting area to reduce costs. If local schools do not offer necessary training, be sure the applicant explains this in his/her application package.
 - c. Remember that the nominating activity supports salary and fringe benefits and HQUSACE supports tuition, travel, per diem, books, and other miscellaneous expenses not to exceed \$35,000. **Note:** this amount is *not* an entitlement. Applicants should plan their programs to minimize costs, and this ceiling represents the maximum amount allowable. Additional expenses must be funded by the applicant. Requests for waiver of this prohibition on additional expenses may be submitted through command channels to the Deputy Chief of Staff for Human Resources, ATTN: CEHR-ZA, Washington, D.C. 20314-1000.
 - d. Military funded careerists should apply for HQDA Competitive Professional Development (CPD) funding for university training, training with industry and developmental assignments. These opportunities are identified by each DA career program, and can be found in Chapter 3 of the FY2001 ACTEDS Training Catalog available at www.cpol.army.mil/train/catalog. (Army does not provide funding for Civil funded employees.)

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- e. CP-18 careerists should note that the suspense for DA and USACE funding is now the same date, 31 Jan 01 (see para 8 below). This provides greater equity, since all USACE applications are considered at one time.
4. The Planning Fellowship Program (formerly the Planners and Project Managers Program) is still under review by Civil Works and will not be offered in FY01.
5. Offered again this year is the Project Management Program (PMP). This program is intended for program/project managers or members scheduled to be program/project managers. Specialized and program experience for PMP is the same as required for the Mission Related Graduate Program (MRGP) para 8b(2)(a) and 8b(3)(a) in referenced ER. This program consists of full-time undergraduate or graduate level study at a college or university that provides education in project management and related fields. The program is intended to provide program and project managers with a strong, fundamental education in the human, organizational and technical skills necessary for quality management of Corps projects.
6. The Coastal Engineering Education Program (CEEP) will not be offered in FY01. This program, offered once every three years, was offered for FY00; therefore, the next offering will be in FY03.
7. Applicants should follow the application procedures and use the forms provided in referenced ER. Applicants must submit an ENG Form 4997-R (Cost Estimate of Proposed Training) for FY01 start-up costs AND a separate form for FY02 "carry-over" costs. Additionally, applicants should NOT include costs for Object Class 11 and 12 (salary and fringe benefits). As stated above, these costs are the responsibility of the nominating activity and the Commander's statement must indicate the activity's willingness to support salary and benefits.
8. Nominations (original plus 9 copies) are due to CEHR-D NLT 31 Jan 01. Incomplete nomination packages (those missing forms, endorsements or the required number of copies) will not be considered, and will be returned to the applicant. **MSCs should establish a suspense for their subordinate commands to allow time for MSC review and endorsement prior to forwarding to CEHR-D.** Enclosed is a copy of the crediting plan used by the HQUSACE Selection Committee. Applicants and reviewers should specifically address these evaluation factors.

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9. If you have any questions, please call Marilyn Jerrell at (202) 761-5004.

FOR THE COMMANDER:

//Signed//

SUSAN DUNCAN

Deputy Chief of Staff

for Human Resources

Encl

CF:

Human Resources Officers

MACOM Career Program Managers

USACE Training Officers/Points of Contact

HQUSACE SPONSORED LONG-TERM TRAINING PROGRAM

Each applicant will be rated against the following factors:

FACTOR 1: Commander's endorsement.

FACTOR 2: Employee's statement of need.

FACTOR 3: Supervisory assessment of performance.

FACTOR 4: Supervisory assessment of relevance of the training to need, and post-training utilization.

FACTOR 5: Career Program Manager (CPM) Assessment.

1. Commander's Endorsement

0-----10

Weak endorsement, little more than a transmittal. Describes an average candidate and a program of study with limited potential benefits to the Corps.

Very strong endorsement, describes an unusually competent candidate and a program of study with high potential benefits to the Corps.

2. Employee's Statement of Need

0-----20

Training not shown to be relevant to current/projected assignment/developmental needs.

Training shown to be critical to current/future needs.

3. Two Most Recent Performance Appraisals

0-----20

Performance appraisals and KSA Levels indicate poor to mediocre performance.

Performance appraisals and KSA levels indicate superior performance.

4. Supervisory Statement of Relevance of Training to Need and Post-Training Utilization

0-----30

Shows little or no relationship
Between the LTT and nominee's
need to perform current/future
job responsibilities. No post-
training utilization of LTT
described or likely to take place.

Shows a direct relationship
between the LTT and current/
future job responsibilities.
Considerable post training
utilization of LTT described
and very likely to take place.

5. CPM Assessment

0-----20

Training not very appropriate
for nominee/Corps. Approval
not recommended.

Training very appropriate for
nominee/Corps. Very strong
statement of support provided.